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ADVISORY NOTICE

CHANGES IN DISTRICT PERMITTING PROCEDURES

This special advisory notice is being provided to all persons who are required to maintain Permit(s) to Operate for equipment or operations in Placer County. The District is currently reorganizing operations to improve program productivity and has changed the permitting procedures as described below:

I. PERMIT APPLICATION CHECKLIST

A checklist has been developed to identify the minimum that is required for an application to be accepted. This checklist and an application form are included in the attachments. The checklist must be filed with the Authority to Construct/Permit to Operate Application. If the form is not completed or the minimum required information is not provided, the application will be returned to the applicant.

II. PERMIT TO OPERATE - ANNUAL EMISSION FEES

The annual permit fees are based on the equipment rating and the annual air emissions which are calculated by the District from throughput data submitted by each facility. Rather than recalculate emissions annually, the District has adopted a policy which establishes the most recently calculated emission (in most cases the 1998 emissions) as the basis for the annual fee unless: (1) the District revises the emission calculations due to modifications of the permit, or to correct or update emission calculations; or (2) the facility requests or provides revised emission calculations.

Submittal of the annual information request is still required from each facility for the purposes of emission inventory, historical records and possibly calculating historical actual emissions as part of an Authority to Construct review.

III. PERMIT TO OPERATE RENEWAL CERTIFICATES

The Permit to Operate which was last issued is considered valid until a new Permit to Operate is reissued. Your facility must have paid the annual permit fees and otherwise be in good standing with the District and complying with Rules and Regulations.

The District will reissue a permit renewal certificate in lieu of the entire Permit to Operate to those facilities who have not modified their operations or equipment through the Authority to Construct process. A draft of the renewal certificate is shown in the attachment. Both the facility and the District are required to maintain a complete Permit to Operate along with copies of the renewal certificate.

Facilities having existing Permit(s) to Operate which have completed modifications under an Authority to Construct will be reissued Permit(s) to Operate.

IV. ADMINISTRATIVE PERMIT CHANGES

An Authority to Construct application must be filed for any change (in permit conditions or in permitted equipment) which could result in establishing conditions where a change in the quantity, composition, or character of discharged pollutants may occur that has not been evaluated and deemed to be compliant.

Conversely, an Administrative Permit Amendment is an amendment that does not require reevaluation or a new determination of compliance. Administrative Permit Amendments must be requested in writing by the permit holder. The filing of an Authority to Construct permit application is not required. The District will notify you if the permit cannot be revised as an Administrative Permit Amendment.

The following are examples of Administrative Permit Amendments:

- # Correction of typographical errors, errors in spelling, or errors in grammar.
- # Changes in permit format (by District permitting staff).
- # Routine maintenance and repair (but not including emission unit replacement)
- # The amendment of the permit to remove conflicts, ensure compliance, or improve enforceability (by District permitting staff).
- # A change in a permitted equipment listing or description, such that a change allowing equipment substitution (e.g. by removal of a unique specification) does not establish circumstances where an equipment substitution can alter the nature of the emitted air pollutants that have been evaluated as compliant.
- # A change in a permitted equipment listing or description, if the change does not remove a unique equipment specification that is required for purposes other than solely for fee rating purposes.

V. NOTIFICATION OF COMPLETION OF CONSTRUCTION/MODIFICATION

The Authority to Construct permittee has the responsibility of providing notice to the District when construction/installation is complete and operations will begin and has the responsibility to request an extension of the construction completion and/or permit renewal date, if construction is delayed. This notification will be required no later than seven (7) days after completion of construction. A form for use in providing notification to the District will be mailed out with each new Authority to Construct. This form is attached for use by those who have open Authority to Constructs.

The Authority to Construct will serve as a temporary Permit to Operate until the District completes an inspection and issues a Permit to Operate. A prorated annual operating fee will be charged from the time the date operations began to the next annual renewal period.

VI. NEW FORMAT: AUTHORITY TO CONSTRUCTS and PERMITS TO OPERATE

The District is currently drafting a new format for both Authority to Construct and Permits to Operate. The final format is not yet available but will be out in the near future. The District has not yet determined if existing permits will be reformatted.

Please contact John Finnell at (530) 889-7133 if you have any questions.

Attachments: Stationary Source Application Checklist
Application
Draft Permit to Operate Renewal Certificate
Notification of Construction Completion

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